

# SOCIAL *EVENTS*



skybox  
AT DIAMONDVIEW

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## **Room Rental Includes:**

Cleaning, Security, AV, Lounge Furniture, Insurance,  
Built-in Kitchen, Outdoor Fireplace & On-site Venue Manager

Price - \$6,500

## **Holidays vary in pricing and will be quoted per holiday**

Please note the venue manager is not responsible for any young adults during the event. The lessee will be held responsible for any damages incurred during the event.

## **Maximum Occupancy:**

200 Guests (May -October) & 160 Guests (November - April)

\*\*\*Management requires 1 chaperone for every 20 young adults\*\*\*

## **Event Coordination:**

An event coordinator is required for younger adult events. That person is responsible for bringing in the adequate staff required to supervise the group.

All events can go up to 5 hours. An additional hour can be purchased for \$600 for a total of 6 hours, the longest an event can last. Vendors are allowed 3 hours of set-up time / 1 hour break down time, both of which are included in the rental price. A \$250 per hour fee will be charged for any additional set-up or break down time.

## **\*Damage Deposit:**

A non-refundable deposit to secure the date for the venue will be collected at the time the contract is signed.

\*Additionally a refundable \$1000 damage deposit will be required by all clients when signing the contract. If there is no damage to the space, the \$1000 will be returned within 30 business days after the event.

## **Day of Insurance Policy:**

A \$1 million insurance policy is required to rent the space. This policy (\$250/Social Event and \$350/Corporate Event) is included in the room rental fee, and is ordered by Creative Affairs from Castle Park Insurance two to three weeks prior to the event. State Law requires the client to make this payment directly to the insurance company. Once you receive the email from Castle Park Insurance, you will be given the choice to either pay with a credit card through Pay Pal (please note an additional charge will apply if you pay with a credit card (\$7/Social Event and \$10/Corporate Event). You can also mail in a check. This must be paid within 7 days of receiving the invoice and before your event. If it is not paid before the event, the event will not take place.

## **Catering & Rental Companies:**

DiamondView Tower requires that all clients use the pre-approved catering, rental & casino companies that are found on the Final Required Skybox Catering and Rental List. These companies have been chosen by the building's property management, have current insurance on file with the building, and are permitted deliver to The Skybox. Please ask your coordinator for this list of these vendors. DiamondView Tower does not allow anyone that is not on this list to deliver or work in the building for these services. All other types of vendors are allowed in without being on this list. Food and beverage service must be provided by one of the approved caterers / bar caterers. These approved caterers / bar caterers pay a modest fee to the venue to help with the expenses incurred by their use of the facility.

## **Vendor Insurance:**

All other vendors must provide liability insurance to the venue 60 days prior to the event date. Once booked, please submit each vendor contract to the Creative Affairs staff so that Creative Affairs can contact them to obtain their insurance for the building.

## **Parking: \$20 per car**

**This rate applies to both self park and hosted parking.**

If you wish to host the parking for your guests, vouchers will be printed by Ace Parking the week of the event and your coordinator will distribute them at the event. Once the event is over the coordinator will notify management as to how many passes were used. The amount will then be deducted from the \$1000 refundable damage deposit that is already on file.

If a car is parked over night please know that the voucher given to the guest is only valid until 6am the following morning. After 6am the guest will be charged by the hour.

## **1. What is the maximum occupancy of guests in the Ultimate Skybox?**

### **Reception Style**

200 Guests (Warmer Months) & 160 Guests (Colder Months)

### **Seated Dinner**

November – April- 90 with a dance floor and 100 without

May – October - 130 with a dance floor and 140 without

## **2. What are the allotted rental hours for the venue?**

### **Does this include set-up and break down?**

The room rental includes up to five hours of event time plus set up and breakdown. More event time can be purchased beyond the five hours at \$600 per hour. All events have to end by 12:00am.

**Monday – Friday set up can occur as early as 3pm or 3 hours prior to the event start time. Additional set up hours can be purchased for \$250 per hour.**

**Break Down:** The vendors must arrive at the end of the event and 1 hour is given for break down.

## **3. Will the AC be on during this time?**

The rooms thermostat is always set at 72 degrees. If the nano doors are open, the air conditioner or heater will adjust accordingly.

## **4. Is user responsible for set-up and clean up?**

The Ultimate Skybox staff comes in for set-up prior to the event, to make sure the room is in perfect condition. Included in the room rental fee is a cleaning crew that comes in 1.5 hours after the event ends.

## **5. Do we have to use the Ultimate Skybox's preferred catering list?**

Yes, there are highly recommended caterers on our preferred list. They all have a \$1 million insurance policy on file with Diamond View Tower and have been trained to work in the building.

## **6. Can we bring in our own vendors?**

Yes, you can use any other type of vendor that is not on the buildings list except for the catering, bar catering and rental companies. The only requirement is they must be a professional company that has a business license and business insurance.

Regarding a florist please know that you must hire a professional florist to set up and break down all floral items that are brought into the space. All florists must show up at

the end of the event to break down and remove all floral and décor rentals from the property. If this is not done, and the on-site coordinator or cleaning company removes any floral or décor, \$500 will be deducted from your damage deposit.

## **7. Can we recommend vendors?**

Yes, our company Creative Affairs has working in the industry for 20+ years and has built relationships with multiple vendor type. Once signing the contract, we will refer vendors within your budget.

## **8. Can we bring in our own beverages?**

Yes, you can bring in ALL of your own beverages. The only requirement is that you hire a bartender through one of the caterers or bar catering companies on the preferred list, due to licensing requirements. There are NO corkage fees.

**\*PLEASE NOTE: WE DO NOT ALLOW SHOTS OR KEGS.**

## **9. What is the required deposit and when is it due? Is it refundable?**

The deposit is due once the contract is signed and turned in. The amount will be broken down and then given to you, once the hours of your event are decided upon. The deposit is NON-refundable once turned in.

## **10. Do we have to pay labor fees, taxes or service charges on the venue?**

No! There is one flat room rental fee.

## **11. Can you guarantee the room in contract?**

Yes, once the contract is signed and deposit turned in, the room is all yours!

## **12. Will you be able to help us with the floor plan?**

Yes, one of our venue managers will sit down with you & prepare the floor plan.

## **13. Can we visit before our event?**

Of course, you can come down to see a set up. You just have to make an appointment with us.

## **14. Can we have live music and how late can we play music?**

Yes, you can have live music or a DJ until 12:00 am. Please note, if a noise ordinance is reported, your venue manager will request the music volume to be lowered. No speakers are allowed to be on the patio.

## **15. Is smoking allowed on the patio?**

Smoking is not allowed on the patio on the 15th floor. If your guests wish to smoke, they

must go downstairs in front of the building, more than 20 feet from the building entrance. We do not allow smoking in any form, which includes vape pens, cigars, pipes or cigarettes.

## **16. Are children allowed in the facilities?**

Yes, children of all ages are welcome.

## **17. Are there screens available? Can a laptop be hooked up to your system?**

There are 3 flat screen monitors in the main room and 1 – 9'x12' drop down screen. There are also 2 flat screens in the bar area, but they only have cable access. Please note if you wish to use the drop down screen a projector and AV Tech must be brought in by one of the AV companies from our vendor list. Both companies are listed on our required vendors list.

## **18. Are there any insurance requirements?**

Yes, as part of the room rental we order a \$1 million dollar day of insurance policy in whomever's name is on the contract. The policy protects you the client, your guests and the property, from any damage that could occur during or after your event.

**\*Pricing is subject to change for events that are booked during the holidays.**

## **19. Are there any rules regarding candles?**

Candles are allowed just so they meet CA fire regulations. You MUST be able to set a piece of tissue over the top of the candle holder for 5 seconds with out it catching fire. When the candle is lit the flame must be 1" below the glass rim of the candleholder. All candles must be placed on a raised surface and not touching the ground at any time.

## **20. Is a venue manager included or is that an extra cost?**

An on-site venue manager is included in the price of the event. There is NO extra charge for this service. If you wish to have a more hands on coordinator you can chose our Creative Expressions package which allows you to start working with your coordinator the moment the contract is signed. You are more than welcome to bring in your own coordinator as well.

## **21. Are vendors required to have insurance?**

All vendors must provide liability insurance to the venue 60 days prior to event start date. Please provide each vendor contract to your Creative Affairs venue manager once they have been booked. Creative Affairs will contact each vendor to obtain their insurance for the building.

## **22. Are there any other events happening at the venue during our event?** No, the Ultimate Skybox is the only venue on-site and is only rented out for one event at a time per day.

## **23. Can you pay the room rental with a credit card?**

The owners only accept checks, cashier's checks, ACH transfers or wire transfers.

**All checks must be made payable to: DWF V DIAMONVIEW TOWER, LLC**

## **24. For Children / Young Adult Events**

We do require 1 adult per 20 young adults. On site staff is not responsible for the actions or safety of the guests. The client must work with an event coordinator and that event coordinators team must be present during the event to set up, orchestrate, supervise and break down the event.

## **25. Drones**

The Ultimate Skybox is located on the 15th floor over a very populated area. Due to liability, any use of drones is strictly prohibited because the building is in a restricted FAA flight path.

## **26. Sparklers and Cold Sparklers**

Sparklers and Cold Sparklers are prohibited to be used in Diamondview Tower, The Ultimate Skybox and the outside perimeter of the building (including sidewalks).

## **27. Champagne Towers**

If you wish to have a champagne tower, it must be used and setup only on the outside patio.

## **28. Low Lying Fog Smoke Mist Machines**

Low lying fog smoke mist machines are prohibited in the venue. Due to the outcome of a wet floor, this becomes a slipping and falling hazard.

## **29. Flipping the Space**

If you choose to have a ceremony inside, please notify your caterer, florist and rental companies prior to receiving a quote for these services. Prices range from vendor to vendor based on staffing costs.

**\*Please note that Petco Park is a separate venue than the Skybox. If a baseball game, private event, concert or corporate event is booked in Petco Park we have no control over them booking their space. Petco Park typically does not notify us of these types of events until the week of the event.**

# TESTIMONIALS

**“Five star service all around!!! We have hosted 2 parties here, our rehearsal dinner 10 years ago and we loved it so so so much that this year we hosted our 10 year anniversary party here. The views are spectacular! The interior is up to date and offers a perfectly beautiful backdrop for your party! Julia is hands down one of the most professional and friendly people I have worked with. She helped me feel at ease at every step from planning to execution on the day of. She is stellar! Please do yourself a favor and book your event here!!!”**

- Samantha

*“Views from the ultimate skybox are seriously ridiculous! Too good! Makes you wonder... Is this real life? Perfect venue for any party. And if you plan it out right on a day that there is a concert or game at the park... Double win!”*

- Kristina

**“Amazing venue! Hosted our event during a baseball game with absolutely no issues and parking was available for our vendors. Cannot wait to use this venue again for our event. Thanks!”**

- Michael

*“The staff is extremely professional and the venue is breathtaking. The best venue in all of San Diego. You should definitely have your event here!!!”*

- Alan

**“This venue is AMAZING!!!! As the organizer of our event, it was so rewarding to hear people say "Wow!" as they walked through the doors. You just can't beat the views of Petco Park, the Coronado Bridge, and Downtown San Diego. The service was also fantastic! From beginning to end we had coordinators reaching out to us to see if we had everything we needed. We greatly appreciate all of their help and highly recommend this venue for your next event. Seriously, just check it out!”**

- Meylia

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